

Sanitized Copy Approved for Release 2011/07/28 : CIA-RDP90G00152R000300410003-9

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TRANSMITTAL SLIP		11 September 87	
TO:		[REDACTED] (SPC/OP)	
ROOM NO. G20	BUILDING [REDACTED]		
REMARKS:			
[REDACTED]			
<p>Thank you for agreeing to address our DCI Area secretarial conference. Attached is a copy of the agenda. We look forward to hearing your presentation.</p> <p>The <u>address of the hotel</u> is:</p> <p>Sheraton-Fredericksburg Resort & Conference Center 2801 Plank Road I-95 & Virginia Route 3, Fredericksburg, Va. 22404 Telephone: 703/786-8321</p>			
FROM:		[REDACTED]	
ROOM NO.	BUILDING	EXTENSION	

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Thurs, 1 Oct STAT

7:45 Bus Departs Hqs STAT

9:00-10:00 Arrival/Continental Breakfast

10:00-11:15 Introductions/Group Discussions: STAT
 (a) expectations/barriers to professionalism/secy responsibilities
 (b) ethics (professionalism and proper conduct) STAT

11:15-11:30 Break STAT

11:30-12:15 Community Overview [] PAO)

12:15- 1:30 Lunch STAT

1:30- 2:00 What Is Technology Going to Do For (And To) Me? STAT
 [] SA/EXDIR)

2:00- 3:00 Group Presentations STAT

3:00- 3:15 Check-in

3:15- 4:00 Professional Barriers and Developing Support Structures
 [] NIC) STAT

4:00- 4:15 Break

4:15- 5:30 Panel on Ethics, Legalities and the Congress
 (Carroll Hauver/IG, Dave Doherty/GC, Dave Gries/OCA)

5:30- 6:30 Social Hour (CASH BAR)

6:30- 7:30 Dinner

7:30 An Evening With DCI and DDCI's Secretaries
 [] DCI, [] DDCI)

Fri, 2 Oct

8:00- 9:00 Breakfast

9:00- 9:45 Secretarial System [] Secy Program Coordinator,
 [] DCI Pers, [] Secy Coordinator)

9:45-10:00 Break/Check-out

10:00-12:00 Career and Self-Development Workshop
 (Leia Francisco/Director, Re-Entry Women's Employment Center, Annandale, Virginia; Vice President, Pi Communications, Bowie, Maryland)

12:00- 1:15 Lunch

1:15- 1:45 Where Has All The Money Gone??? [] DD/Compt)

1:45- 2:30 Closing/Q&A [] EXDIR)

2:30- 3:00 Wrap-up/Evaluations

3:00 Depart for Hqs

B-614-15

TRANSMITTAL SLIP		DATE 10 September 1987
TO: General Counsel		
ROOM NO. 3S03	BUILDING <input type="text"/>	
REMARKS: Mr. Doherty: Thank you for agreeing to address the DCI Area secretarial conference. Please join us for social hour and dinner if your schedule will permit. We look forward to hearing your presentation. <div style="text-align: center;">Thanks, <input type="text"/> Secy to EXDIR</div>		
FROM: O/EXDIR		
ROOM NO. 7D55	BUILDING Hqs	EXTENSION

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10 SEP 1987

NOTE FOR: Dave Doherty
Dave Gries
Carroll Hauver

Thank all of you for agreeing to participate in our first-ever secretarial conference for the DCI area. [redacted] and I are enthused about the proposed agenda (copy attached), which we hope reflects much substance and little fluff. As you can see, we are attempting a split theme this year: (1) "barriers to professionalism" and (2) in view of current events, "ethics."

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During the morning session, the participants (about [redacted]) will be split into six groups--three to discuss "barriers" and three to discuss "ethics." Each group will choose a team leader responsible for leading their discussion, putting on chart paper 5 or 6 major points pertaining to their topic, and presenting these points later in the day during a joint discussion of the two themes. The major points from the three groups discussing "ethics" will be consolidated into one list and shared with you before your panel presentation.

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The theme we've asked you to present--"Ethics, Legalities and The Congress"--has already generated a lot of interest, and we hope to have a lively discussion. Thanks again for your support.

[redacted]

Secretarial Coordinator

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B-614-11

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